



City of Kirkland

---

## ON-GOING VOLUNTEER SERVICE AGREEMENT

---

I, \_\_\_\_\_ (please print volunteer's name clearly) hereby agree to volunteer my services to the City of Kirkland. I will abide by all City Volunteer program policies, as listed in the Volunteer Handbook. Any work product I create as a City volunteer will be considered property of the City.

I agree to participate in the City of Kirkland new volunteer orientation and any job training required.

I acknowledge that I am a representative of the City of Kirkland and will, therefore, dress and conduct myself appropriately. I agree to contact my Volunteer Assignment Coordinator in the event that I am ill or have an unforeseen conflict at the time I am scheduled to volunteer.

I understand that some information obtained during the course of my volunteer work is to be considered confidential. Under no circumstances will I disclose any confidential information obtained in the course of my duties to anyone unless I am authorized to do so.

The City has comprehensive general liability coverage through Washington Cities Insurance Authority. Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

Should an injury occur during the scope of my service, I understand that:

1. The city has included my hours of volunteer service, as reported by me quarterly on my timesheet, in the State Labor and Industries medical coverage for volunteer workers.  
**Parents: Because Labor and Industries does not cover those under the age of 14, if your child is under the age of 14 and is injured while volunteering, your own personal medical insurance will provide coverage**
2. I understand that I am to report any on-the-job injury or illness, no matter how minor, to my Volunteer Assignment Coordinator.

I am fully aware that the work associated with being a City volunteer involves certain risks. Knowing this, I agree to hold the City of Kirkland and their officials, employees, and other associated parties harmless from all claims arising out of, or in any way connected to, my volunteer duties.

The City does not provide coverage for damage to or loss of personal equipment. Equipment provided by or owned by the City is covered if damaged or lost.

I understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of my volunteer services, beginning this date:

\_\_\_\_\_, 20\_\_\_\_

---

Volunteer Signature

---

Parent/Guardian Signature (If volunteer is a minor)